

PRO500-e: 90-Day Processing Requirement for Local Government Permits and Annual Reporting

See also: [Environmental Manual – Chapter 500](#)

Effective April 2018

Start procedure: Environmental Coordinator determines that a project on a state highway triggers a permit from a local government.

End procedure: Either the local government processes the permit in 90 days or the ESO Compliance Reporting Specialist writes the annual report for the Governor and the Legislature to comply with the law

Actor:	Action:
Environmental Coordinator	<ol style="list-style-type: none">1. Determines that a project on a state highway requires a permit from a local government.2. Coordinates with local agencies as needed to discuss permit requirements and the 90-day processing requirement for local permits.3. Prepares permit application and drawings (if required). Be sure to carefully QA/QC before submitting the permit application package (RCW 47.85.020 (3) & (4)).4. Adds the following recommended language to the permit cover letter: Please be aware of the 90-day permit processing timeline for Department of Transportation projects and maintenance activities on a state highway, effective July 6, 2015. The legislative intent behind this law is to expand the opportunities for streamlining the delivery of essential transportation projects while maintaining natural resource protection. The following section has been added as RCW 47.01.485: <i>(1) To the greatest extent practicable, a city, town, code city, or county must make a final determination on all permits required for a project on a state highway as defined in RCW 46.04.560 no later than 90 days after the department (WSDOT) submits a complete permit application for a project with an estimated cost of less than \$500 million.</i>

	<p><i>(2) WSDOT must report annually to the governor and the transportation committees of the House of Representatives and the Senate in compliance with RCW 43.01.036 regarding any permit application that takes longer than 90 days to process.</i></p> <p>Please let me know when you determine that the permit application is complete or if you need additional information to process this permit. If we don't hear from you, we will use 10 days from our application submittal as the assumed start date. We value our ongoing relationship with your office. We intend to work collaboratively and proactively with you to implement this new law.</p> <p>5. Submits the permit application package to the local government.</p> <p>6. Tracks when the local government determines the application is complete and when they make a final determination on the permit*.</p> <ul style="list-style-type: none"> • If the local government processed the permit in less than 90 days, stop here. The local agency met the legal requirements, so no further action is needed. • If the local government processed the permit in 90 days or more**, go to step 7. <p>* Note: The 90 days are measured from the date the local government determined the application was complete to the date they issued a final determination.</p>
<p>Region/Mode Environmental Office</p>	<p>7. Collects project and local government information in a 90-day permitting non-compliance spreadsheet (available in the Permit Reporting Folder on the Environmental Coordinator SharePoint site). Be sure to coordinate with your Environmental Manager/Supervisor on this step**.</p> <p>** Note: For 2015, we only need to collect data for permit applications submitted on July 6th through October 3rd.</p> <p>8. Sends the non-compliance spreadsheet with data from the previous year by early January to the ESO Compliance Reporting Specialist.</p>

ESO Compliance Reporting Specialist /Compliance Solutions Branch	<p>9. Collects information from WSDOT Environmental Offices.</p> <p>10. Writes the annual report for the Governor and the Legislature to comply with the law. Note: after HQ review, the report will be submitted by March 1st.</p>
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